



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CO-OP/INTERN

Job Number: 20001917

Job Code: 99010V161016

Job Group: 9900 - UNCLASSIFIED SERVICE

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade:	<u>Salary (MIN - MID):</u>	<u>Special Entrance Rate:</u>
	\$7.250-\$12.308 - Hourly	NONE
	\$0.00-\$0.00 - 37.5 Hr. Monthly Salary	NONE
	\$0.00-\$0.00 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

NONE

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs duties consistent with the guidelines of an approved cooperative education or internship program; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

NONE

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be enrolled in a cooperative education, internship or special academic program approved by an institution of public or private education for which academic credit or similar requirements may be satisfied. Applicants must furnish proof of enrollment in such a program to the Personnel Cabinet. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Duties consistent with the level of placement in such fields as legal assistance, engineering, accounting, computer science, general administration, social services, natural sciences, physical sciences, biological sciences, secretarial science, food preparation, technologies and/or trades.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.